

**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD: JULY 1, 2000 - JUNE 30, 2001**

COUNTY OF SAN DIEGO  
BOARD OF SUPERVISORS  
2001 JUL 20 PM 1:33

**1. DEPARTMENT/COURT INFORMATION:**

Department/Court: San Diego County Department of the Public Defender

Division/Unit: Metro, South Bay, East County, North County, Juvenile

**2. VOLUNTEER PROGRAM BENEFITS:**

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	20	Hours	4014	X	\$15.39	=	\$61,775.46
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Types of work performed by GENERAL VOLUNTEERS in this category:

Investigative interns assist investigative staff in witness interviews, case preparation,  
and background checks. Paralegal interns assist in arraignments, research and writing,  
and trial coordination. Office interns perform same duties as Institutional Volunteers.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	7	Hours	1400	X	\$15.39	=	\$21,546.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Assist support staff in office related duties, including file maintenance, record keeping,  
reception coverage, attorney requests, transmission of facsimiles and office mail.  
Receive training in general office support skills.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	<u>X</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
<u>Legal Interns</u>	<u>31899</u>		<u>\$21.06</u>		<u>\$671,792.94</u>
					<u>\$0.00</u>

No. Vol.	0	Total Hours	31899	Total Value	\$671,792.94
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Assist Deputy Public Defenders in representing indigent defendants, including client interviews, conducting preliminary hearings, preparing trial notebooks, appearing at arraignments and bail reviews, completing research and writing, and conducting trials.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
<u>General: 20</u>	<u>4014</u>	<u>\$61,755</u>
<u>Institutional: 7</u>	<u>1400</u>	<u>\$21,546</u>
<u>Legal: 177</u>	<u>30899</u>	<u>\$671,793</u>

<b>TOTALS:</b>	<b>Total Hours = 36313</b>	<b>Total Value = \$755,094.40</b>
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: Public Interest Law Foundation Grants Value: \$2,000.00

Item Donated: Orientation/Continental Breakfasts Value: \$50.00

Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_

Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_

**TOTAL VALUE = \$2,050.00**

4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours 896 X Rate \$50.60

**\$45,337.60**

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours 1065 X Rate \$38.49

**\$53,770.53**

800

X

Rate

\$15.93

c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : Training Materials and Supplies Cost \$970.00

Item : Recruitment/Travel Cost \$1,096.00

Item : Mailing Cost: \$260.00

TOTAL OF OTHER PROGRAM COSTS =

**\$2,326.00**

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

**\$101,434.13**

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a Total Dollar Benefits of Volunteers, Item 2d **\$755,094.40**

b. Total of Donations to Volunteer Program, Item 3 **\$2,050.00**

c. Subtract Total of program Costs, Item 4d **\$101,434.13**

TOTAL PROGRAM BENEFIT:

**\$655,710.27**

6. **RECRUITING:**

Please describe your recruiting programs:

Recruitment involves four primary phases: 1. Visiting of law schools, universities, community colleges, and paralegal schools; 2. Staffing of table at job fairs; 3. Mailings to schools, volunteer groups, and community organizations; and 4. Conducting of On-Campus Interviews during recruitment seasons at schools.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Volunteer law student received scholarship for written essay competition sponsored by California Public Defender's Association; Two volunteer law students received grant from Public Interest Law Foundation under auspices of our department; and Volunteer Coordinator was keynote speaker at public interest career day held by local law schools.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2001-02:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Continue to honor outstanding volunteers and participate in County's recognition events; Continue to provide field trips for volunteers, such as the County's jails and Medical Examiner's Office, and community police stations; Prepare evaluation forms for volunteers; Continue to improve diversity within volunteer groups.

9. **GENERAL INFORMATION:**

Name of person completing report:

Richard Castellanos

Phone: (619)338-4835 Mail Stop: C-277 E-Mail: castepd@co.san-diego.ca.us

Volunteer Coordinator:

Richard Castellanos, Deputy Public Defender III

Phone: (619)338-4835 Mail Stop: C-277 E-Mail: castepd@co.san-diego.ca.us

10. **DEPARTMENT CERTIFICATION:**

  
DEPARTMENT HEAD SIGNATURE

7-18-01  
DATE